

# Adding Facilitiesline to your Constructionline

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A guide for existing Constructionline members that would like to add Facilitiesline to their membership.

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If you're a Constructionline sub-contractor member, who also provides Facilities Management services, it couldn't be easier to add Facilitiesline to your existing Constructionline membership.

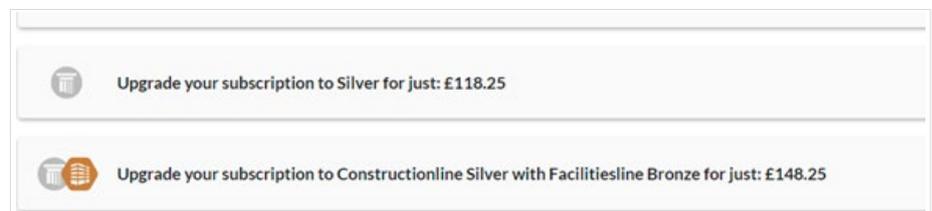
Here's what you need to do:

### Log in to your Constructionline account

Log in to your account by visiting [our website](#), and select the 'Manage Account' tab on the left-hand side.

Within the 'Manage Subscription' tab, scroll down to 'Upgrade Plan', and you will see a range of options, depending on your Constructionline membership level. You may have the option to:

- **Upgrade your Constructionline membership AND add Facilitiesline to your membership.** If you're a Bronze, Silver or Gold Constructionline member, you can upgrade your Constructionline membership at the same time as you add Facilitiesline to your membership. You will be able to see different prices for each option under the '**Upgrade Plan**' heading.
- **Add Facilitiesline to your current membership.** If you would like to add Facilitiesline to your current membership, choose the option that lists your current Constructionline membership and the Facilitiesline membership you would like to add. E.g. if you're a Silver Constructionline Supplier, select '**Upgrade your subscription to Constructionline Silver with Facilitiesline Bronze**'



# Adding Facilitiesline to your Constructionline membership

## View the benefits of each membership

When you have selected your preferred upgrade option, you will be able to see all of the additional benefits you can gain by adding Facilitiesline to your Constructionline membership.

There are two Facilitiesline membership options available - Bronze and Gold. You can see the various benefits of each membership option on [our website](#).

You will be able to see an easy to view breakdown of your membership. Select **'Upgrade'** to purchase your new membership bundle.



## Tell us why you're joining Facilitiesline

We would love to hear about what prompted you to add Facilitiesline to your membership, so that we can ensure our platform meets your needs.

Use the dropdown menu to select your reason for signing up.

- If a client has requested that you become a Facilitiesline member, they may have given you a code to quote to us - if so, please select this option and input the code. If you haven't been given a code, simply choose **'Client request - no code'** and include the client name in the box below.
- If you're joining us due to a marketing promotion or event, please provide the promo code or event name.



# Adding Facilitiesline to your Constructionline membership

## Enhance your membership with our bolt ons

You will then have the chance to add our Bolt-On options to your Constructionline membership, including:

- **Quicker:** which accelerates the verification process so you can become verified within 5 business days, and alerts you when certain elements of your profile are due to expire.
- **Concierge:** which provides you with a dedicated customer agent who will ensure that you are verified at all times, and provide training to make sure your team gets the most value out of our platform.

Simply check the tickbox next to the Bolt-On(s) you wish to add to your membership, then **'Confirm'** on the right-hand side of the page.

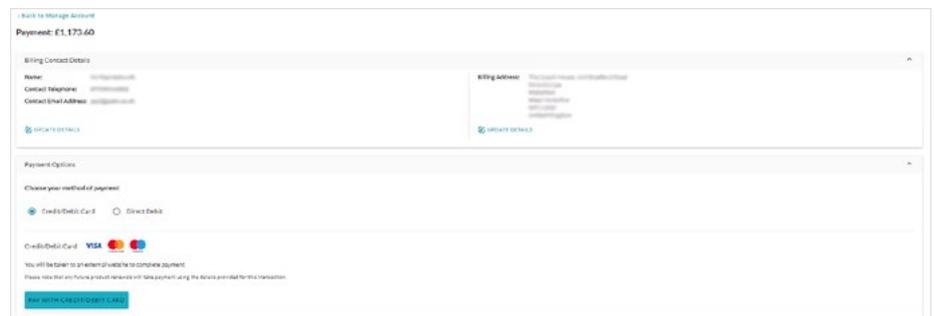


## Make a payment

You will then be taken to the Payment page, where you can update your billing contact details if necessary using the **'Update Details'** buttons.

You can then choose to pay by credit or debit card or you can set up a Direct Debit.

- **Paying by credit or debit card:** This is the fastest way to pay. If you choose this option, you will be taken to an external site to complete your payment.
- **Set up a Direct Debit:** To set up a Direct Debit, you will need to download the **Mandate Form** and fill it in. You will then be required to send this form to [billing@onceforall.co.uk](mailto:billing@onceforall.co.uk)



## Adding Facilitiesline to your Constructionline membership

### Complete the additional pre-qualification questions

When your payment method has been confirmed, click '**Back to Manage your Account**'. You should now see '**Facilitiesline Bronze**' or '**Facilitiesline Gold**' listed under the '**Active Products**' section.

You will then need to answer the additional pre-qualification questions required in order to become a verified Facilitiesline Supplier. To do this:

- Select '**Manage Compliance**' from the menu on the left-hand side of the page
- The Issues tab will highlight the additional areas you will need to complete in order to become verified to your chosen Facilitiesline level. Fill in the answers to these questions as soon as possible to ensure you're verified.

**For more information about managing your compliance, please see our 'Manage Compliance' guide on [our website](#).**

### Enjoy the benefits of being a Facilitiesline member

Once your payment has been processed and you have completed the additional questions required, you will become a verified Facilitiesline member and be able to enjoy all the benefits it brings.

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### Need some support in upgrading your membership?

If you have any questions about adding Facilitiesline to your Constructionline membership, or you'd like some support with any stage of the process, please contact us via [Live Chat](#) or call our customer service team on **0333 300 3066**.